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INTRODUCTION

This position is located in the Office of the Chief of Staff, Administrative operations Division, Simulation, Training and Instrumentation Command (STRICOM), which is a Major Subordinate Command (MSC) of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition beginning with tech base programs and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the materiel development, training devices, simulations, simulators and advanced acquisitions and sustainment activities through the functional matrix organizations and four project managers. The position serves as an assistant to the Staff Operations Officer, responsible for performing clerical and administrative support functions.

MAJOR DUTIES

- 1. Provides office automation support and performs both procedural and substantive clerical work for the organization. Uses word processing and other types of software (spreadsheets, database, graphics, etc.), to process and produce a wide range of documents, some of which require complex formats, in support of office automation functions. Representative examples include creating, editing, and reformatting reports requiring advanced functions such as those required to generate tables of contents, statistical data with multiple columns, technical directives, correspondence, and lists of exhibits; using database or spreadsheet software to enter, revise, sort or calculate, and retrieve data for standard or special reports; and using graphics software to provide graphic symbols, charts, and graphs. May transmit, receive, and acknowledge various information such as electronic mail, and messages. Prints hard copies or routes to other terminals as necessary. Responsible for correct grammar, spelling, capitalization, punctuation, and terminology used in the office.
- 2. Prepares a variety of reports. Collects data from various source documents, files, records, and staff personnel; compiles information including narratives and tabulations, in proper format for presentation; assures correctness, consistency, and completeness. Investigates apparent inconsistencies and discrepancies, checking with originators, reconciling and adjusting irregularities, if possible and referring those not reconciled to supervisor. obtains and assembles records, reports, documents and charts for use in meeting and

May perform one or more of the typical following duties in support of the office functions related to Protocol, Public Affairs, Publications Library, and Security. Receives telephone calls or visitors to the office. Determines purpose and whether referral to supervisor or other personnel is appropriate. Where referral is not necessary, provide information from readily accessible files or from personal knowledge. Advises appropriate personnel on subjects discussed. Processes incoming correspondence, referring items to supervisor/other personnel as appropriate. Composes routine correspondence pertaining to administrative matters such as travel arrangements, coordinating visits, clearances and security badges, request for supplies, etc. Makes arrangements for conferences and meetings, including scheduling external conference facilities, scheduling photographers, providing necessary materials and equipment, notifying participants and preparing agenda (to include incorporating verbal or written suggested agenda items from participants). Establishes and maintains office files and records; files and posts publications and regulations, prepares visual aid material, including charts, tables and transparencies to display selected area. Performs a variety of administrative functions such as ordering supplies, securing printing services, maintaining time and attendance records. Picks up and distributes mail and travel orders as necessary. Make necessary travel arrangements, which include preparing travel orders/travel claims and making airline, lodging, and rental car arrangements. 30%

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION FL 1-3 - 350 POINTS_____

- Knowledge of grammar, spelling, punctuation, capitalization, forms, syllabification, a wide variety of formats, and terminology common to the unit for which the work is done.
- Knowledge of several types of office automation software packages, practices, and procedures, and ability to apply these knowledge's and skills in processing and producing a wide range of documents and other materials in support of the office mission. Skill to operate an electronics typewriter, word processor, and/or personal computer, using a standard typewriter style keyboard with additional functional keys to produce work accurately and efficiently. Skill in operating

related equipment such as printers and modems. A qualified typist is required.

FACTOR 2. SUPERVISORY CONTROLS - FL 2-3 - 275 POINTS

Works under general supervision. Incumbent is expected to perform duties in response to stated objectives, and various written general guides and procedures. Supervisor provides instructions on new or changed requirements, but otherwise expects incumbent to complete assignments on own initiative. When current practices or deviations in an assignment cause problems, the incumbent uses own initiative to resolve them and coordinates efforts with other employees involved in or affected by the substandard procedures. Work is reviewed and evaluated for technical soundness, usefulness, and conformance with office operating requirements and needs.

FACTOR 3. GUIDELINES - FL 3-2 - 125 POINTS

Guidelines include detailed or established procedures applicable to administrative processes, office automation manuals, directives, previous reports, and other references. The employee uses judgment in locating, selecting, and applying the most appropriate authorized alternative among the various guidelines covering specific cases. Significant deviations are referred to the supervisor.

FACTOR 4. COMPLEXITY - FL 4-2 - 75 POINTS

Performs a variety of office automation and related clerical and administrative duties. Reviews assigned tasks to determine appropriate action to be taken on the nature of the subject matter. Employee arranges the material in various formats, assembles the material in proper order, and uses files and other references to check information such as dates and other data.

FACTOR 5. SCOPE AND EFFECT - FL 5-1 - 25 POINTS

The incumbent contributes to the unit operations by performing recurring office automation and clerical support tasks which facilitate the general workflow of the operating unit and originator of the material with limited impact beyond the immediate organization.

FACTOR 6. PERSONAL CONTACT AND PURPOSE OF CONTACTS FL 2B - 75 POINTS_____

<u>Personal Contacts</u> - Contacts are with employees at various levels throughout the agency who are involved in or affected by integrating or changing automated office procedures.

Purpose of Contacts - Contacts are to plan, coordinate, and integrate work processes for work methods for office automation between and among related work offices, and to exchange information about the assignment or methods to be used to complete the assignment. For example, to clarify terminology, determine priorities on projects, discuss additions or revisions, and to discuss equipment capabilities.

FACTOR 8. PHYSICAL DEMAND - FL 8-1 - 5 POINTS

The work is primarily sedentary but may involve some walking, standing or bending. There are no special physical demands required.

FACTOR 9. WORK ENVIRONMENT - FL 9-1 - 5 POINTS

The work is performed in an office setting.